

FF Special Retirement Coverage

Standard Position Description (SPD)# F066

Certification of CSRS Primary (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Primary-Rigorous (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

(R) F126

1. Agency Position No.

F066

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is:

☒ Supervisory
☐ Managerial
☐ Neither

12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical Sensitive
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Supervisory Range/Forestry Technician*	GS	455/462	07	J	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Supervisory Range/Forestry Technician*	GS	455/462	07	mlh	6/22/90

16. Organizational Title of Position (if different from official title)

Crew Supervisor

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

DEPARTMENT OF THE INTERIOR

c. Third Subdivision

a. First Subdivision

Bureau of Land Management

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

L. BARKOW Ch Fire & Aviation

Signature

Date

Signature

Date

(signed) L. BARKOW

JAN 18 1991

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

GS-455/462

Typed Name and Title of Official Taking Action

JULIET D. POWELL

Personnel Management Specialist

Signature

Date

Juliet D. Powell 11/21/90

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

25. Description of Major Duties and Responsibilities (See Attached)

Supervisory Range/Forestry Technician, GS-455/462-7
Crew Supervisor
Position No. F066

INTRODUCTION

This position is located in a BLM fire suppression organization. The purpose of this position is to serve as a crew supervisor for a group of firefighters. The crew supervisor accompanies the crew to fires and works with the crew on the fireline and in the maintenance and repair of firefighting tools and equipment.

This position supervises a group of firefighters on a recurrent basis.

DUTIES

A. The primary purpose of this position is to serve as a working supervisor of a group of firefighters who are assigned to fires throughout the area of jurisdiction and possibly throughout the United States. Plans suppression tactics and procedures and supervises crew members in carrying out fire suppression activities, uses a variety of specialized tools, equipment, and techniques. Performs work related to helitack and pumper operations and air operations. As assigned, serves as the Incident Commander for smaller fires.

On larger fires, accompanies crew to fires and fills line or other overhead positions as assigned and qualified.

B. Participates in prescription burning projects as assigned.

C. Directs and/or performs tools and equipment maintenance and repair activities. Performs field maintenance and routine repairs on pumps, chain saws, and other power equipment. Participates in spring activation and fall winterizing of equipment.

Participates in fire readiness drills and safety sessions. Participates in fire critiques. Receives line firefighting training to qualify for additional red card assignments.

D. Spends 10-15% of the time in supervisory administrative activities such as selecting employees, timekeeping, coordinating work assignments, reviewing work performed for acceptability, setting performance standards and discussing end of season ratings, requisitioning of supplies, completing equipment use reports, completing fire reports, completing accident reports, explaining administrative regulations and procedures, performing property inventories, and presenting or participating in the presentation of training courses.

E. Spends an estimated 10-20% of the time supervising other fire suppression related or other resource projects during a normal fire season. Provides input into fire planning processes. As assigned, plans prescribed burns to meet the identified objectives. Researches the effect of types of fuels and fuel moisture on burn results. Ensures smoke management requirements are included in burn planning.

FACTORS

Factor 1, Knowledge Required for the Position

Knowledge of fire suppression tactics, methods, and procedures to be used in various types of fuels and under a variety of weather and terrain conditions involving the use of aircraft, pumps, power saws, and other specialized fire suppression equipment is required to direct up to 100 firefighters in fire suppression activities. Prior line firefighting experience is required.

Knowledge of fire behavior including causes of fire and the influence of wind, slope, topography, and fuel moisture on fire is required.

Skill in the use, maintenance and recurrent repairs for hoses, pumps, chain saws, and other power and hand tools to train and supervise crewmembers in the operation and maintenance of equipment.

Thorough knowledge of BLM and other Federal and State-wide fire organization and safety procedures is required to successfully lead fire crews in suppression activities.

Knowledge of the personnel and administrative functions pertaining to the crew in often detached locations (time reports, overtime and fire standby guidelines, travel authorizations, travel vouchers, equipment use reports, emergency requisitions, reporting lost or damaged property, injury reporting procedures, and property inventories).

Knowledge of prescribed burn planning and burning operations is required.

Must have the ability to supervise others.

Must possess a valid state driver's license and have the ability to operate the type vehicles assigned.

Ability to communicate effectively with other in emergency situations in field locations.

Factor 2, Supervisory Controls

The employees receive assignments from the supervisor in terms of what is to be done and the resources available to accomplish the assignments. The employee serves as a Crew Supervisor/Incident Commander responsible for analyzing situations and determining methods and procedures to be used in carrying out the assignments within the established policies, previous training, and accepted fire suppression practices. Additional assistance is available in larger, more complex fire situations. Work is normally reviewed at the completion of projects.

Factor 3, Guidelines

Procedures for performing the firefighting duties have been established, were included in training sessions, and for some parts of the work are available in printed materials, e.g., equipment operation and maintenance guides. Due to the variety of situations encountered in line firefighting and equipment and tools maintenance and repair duties, the employee must select and adapt procedures to meet the specific emergency situations encountered, and solve operational problems. The employee recognizes the need for and recommends

changes to operating guidelines and procedures.

Factor 4, Complexity

The work consists primarily of leading and working with crews on the fireline and in maintaining fire equipment and tools, but some administrative duties are also assigned. The large crews and/or capability of the specialized equipment increases the alternatives available in taking suppression actions. Fires normally encountered in these positions vary in size, intensity and potential scope based upon the fuels, weather and topography of the specific location. The employee coordinates a number of activities and serves as the supervisor of the crew. The actions taken vary with the capabilities of crew(s) and equipment, fuel types, fire weather conditions, and the resource values concerned.

Factor 5, Scope and Effect

The purpose of the position is to serve as a working crew supervisor during firefighting and equipment maintenance and repair activities. The work performed by the crew contributes to the effectiveness of the firefighting organization in suppressing wild fires and protecting resource values. The firefighting decisions made also affect the safety and welfare of the assigned crew members.

Factor 6, Personal Contacts

Personal contacts as a working crew supervisor occur with firefighting personnel throughout the organization as well as other Federal, State and public wildland firefighting organizations.

Factor 7, Purpose of Contacts

As a crew supervisor, contacts occur not only to obtain information, clarify assignments and report information but also to plan, coordinate and advise on firefighting efforts in suppression assignment. The employee develops and maintains contacts with other wildfire organizations within the area. Employee may participate in firefighting critiques to resolve problems encountered in previous suppression actions and to improve procedures.

Factor 8, Physical Demands

This firefighting position requires strenuous physical labor on a recurring basis. The employee must meet the established step test and arduous physical requirements for the position.

Factor 9, Work Environment

This position includes recurring field assignments with exposure to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment are required. An estimated 10-15% of the time is spent in an administrative environment.